



Intelligence, Delivered

# **Supplier Registration Guide**



### Introduction

# Benefits of Supplier Registration

# Initiate a Relationship

- Access to prospective new business opportunities
- Enhanced communication leads to lasting relationships
- Standardization ensures visibility of your company's information

# Market Your Company

- Detailed profile shows the customer how you meet its needs
- Explicit list of the products and services your offer
- Upload proper documentation if you are a diverse supplier



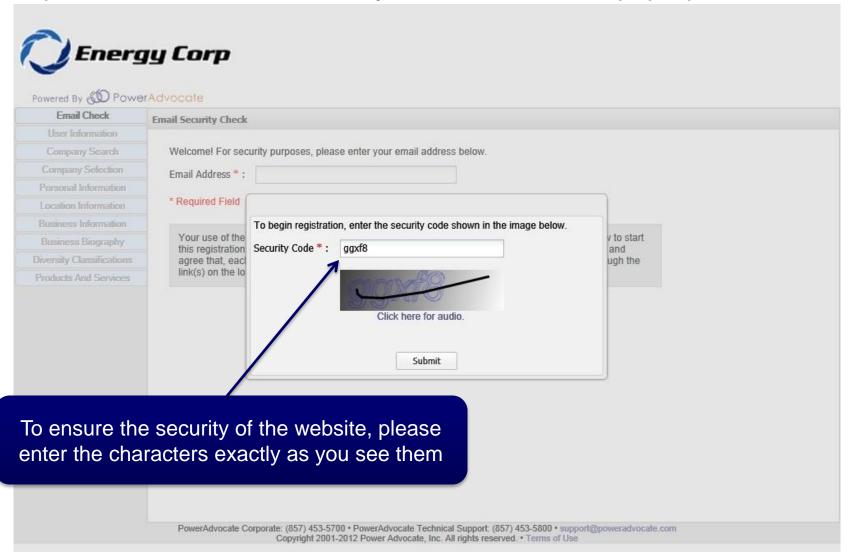
### Step 1: Please follow the link from your customer's Website



Access the registration link directly from the your customer's website



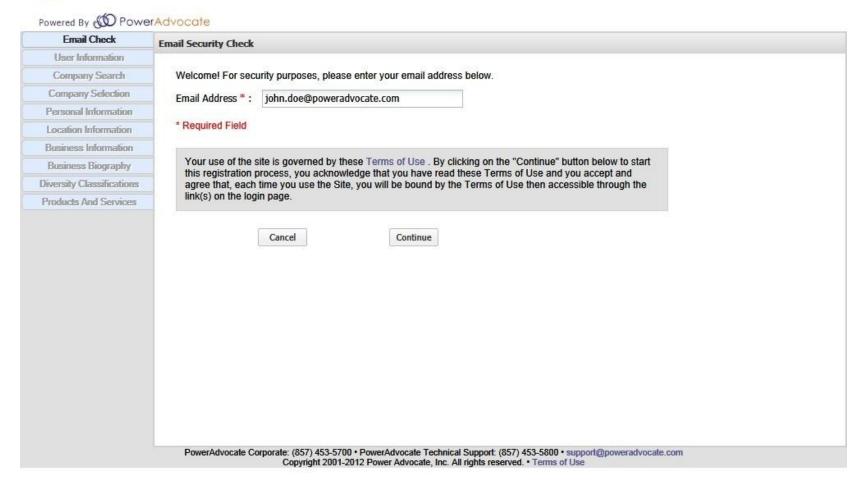
### Step 2: Please enter the security code shown in the pop-up box





### Step 3: Please enter your email address

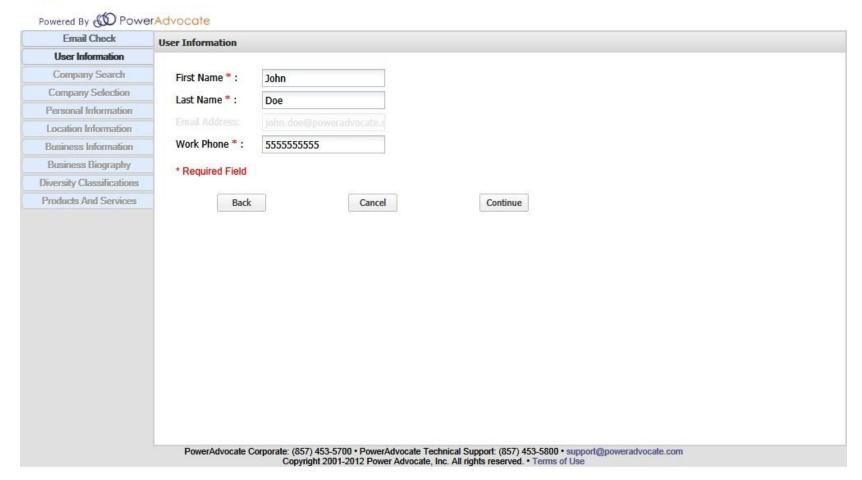






### Step 4: Please enter your basic user information

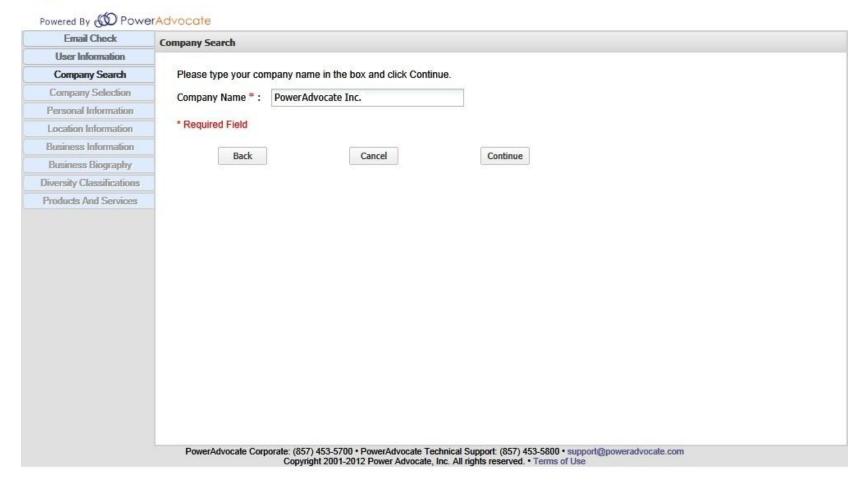






### Step 5: Please enter your company's name



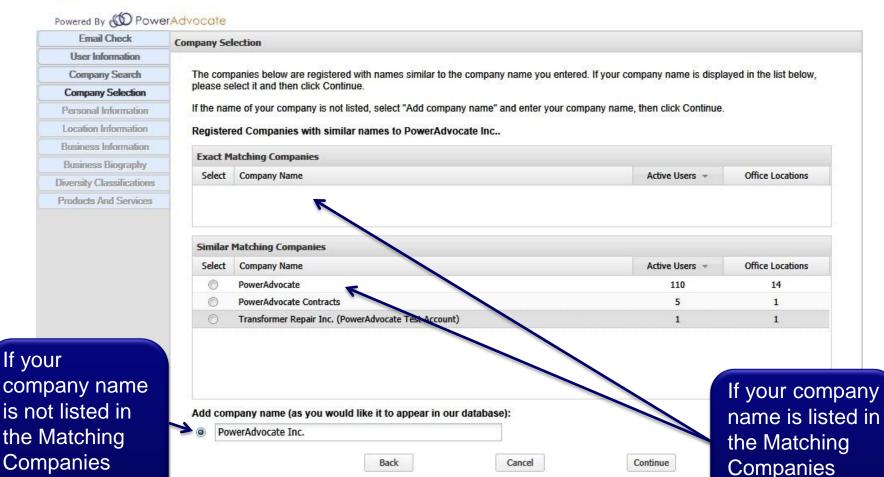


# 

please select it

### Step 6: Please select or add your company





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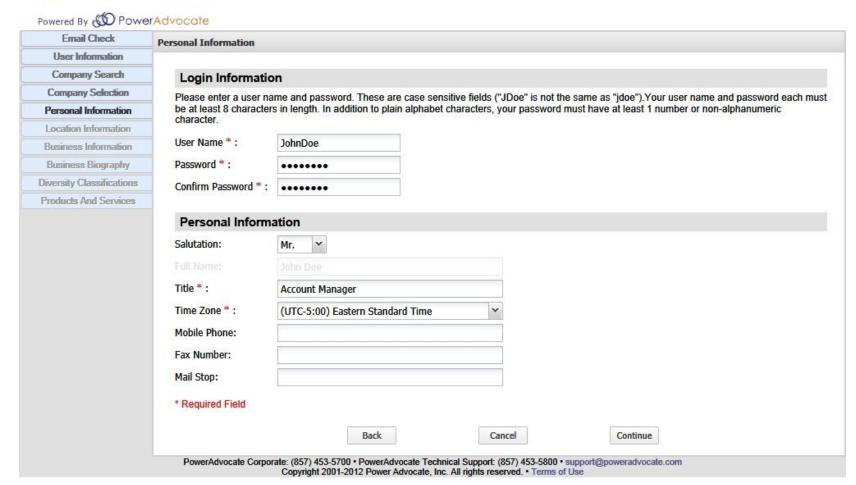
Power at

please select it



### Step 7: Please enter your login and personal information



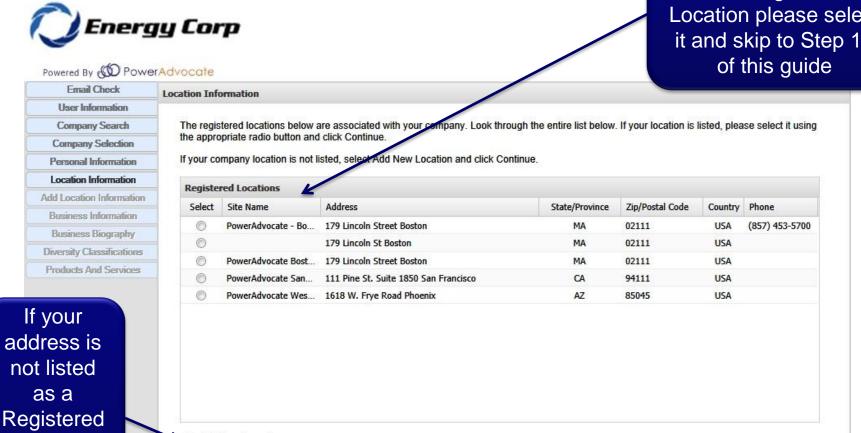


Add New Location

Step 8: Please select or add your company location

If your address is listed as a Registered Location please select it and skip to Step 10 of this guide

Continue



PowerAdvocate®

Location

please select to

add it

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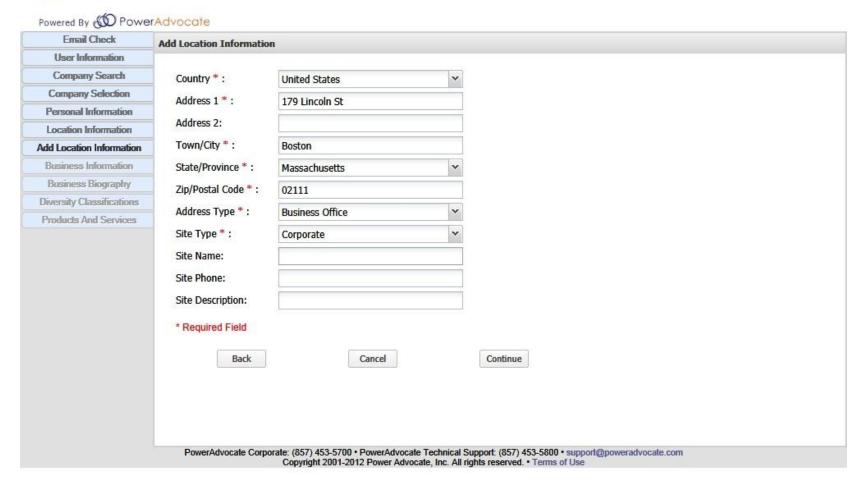
Cancel

Back

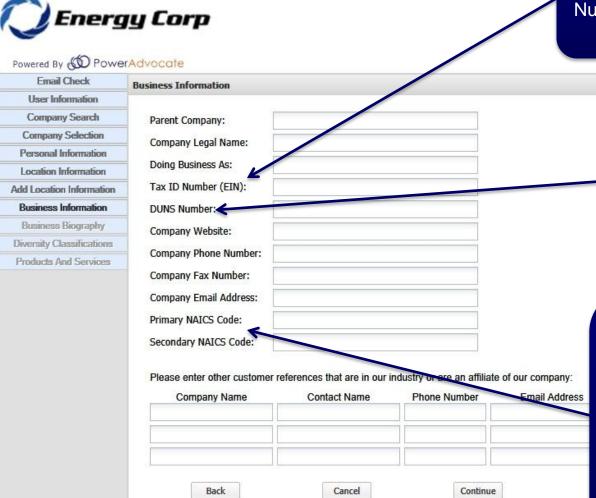


### Step 9: Please add your location information





Step 10: Please add your business information



Please enter your Employer Identification Number that you use for tax purposes

Please enter your
Dun & Bradstreet
Number if you have
one (It is a unique 9digit number for each
of your company's
locations used to bid
on government
proposals)

Please enter the North
American Industry
Classification System codes
that best fit your business.
(These are codes used by
the government to classify
industries. The full list of
codes can be found here
http://www.census.gov/cgibin/sssd/naics/naicsrch?cha

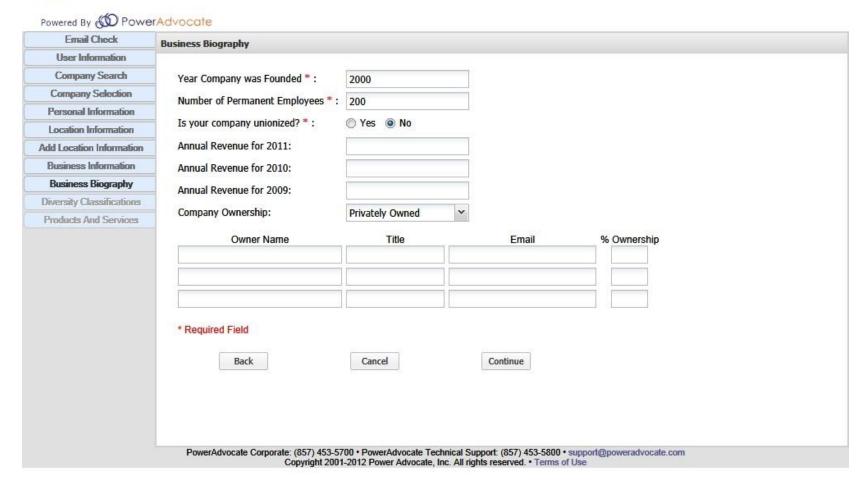
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### Step 11: Please add your business biography

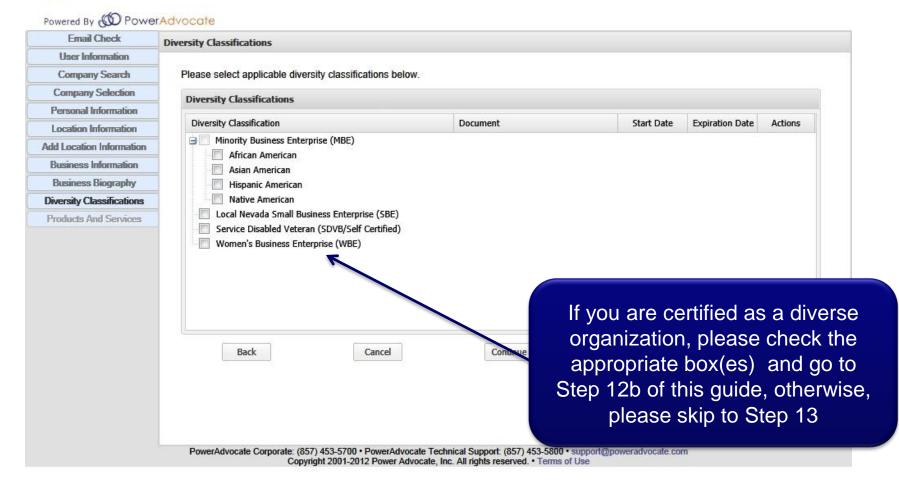






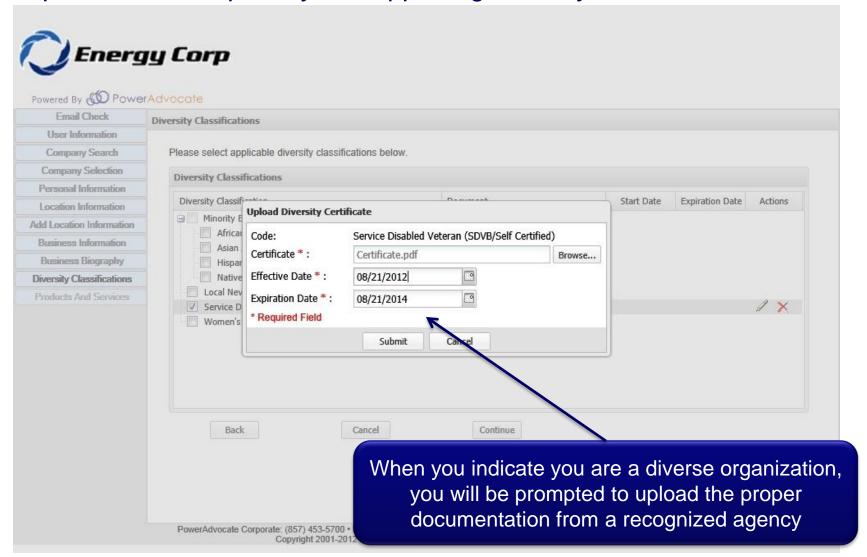
### Step 12a: Please select your company's diversity classifications







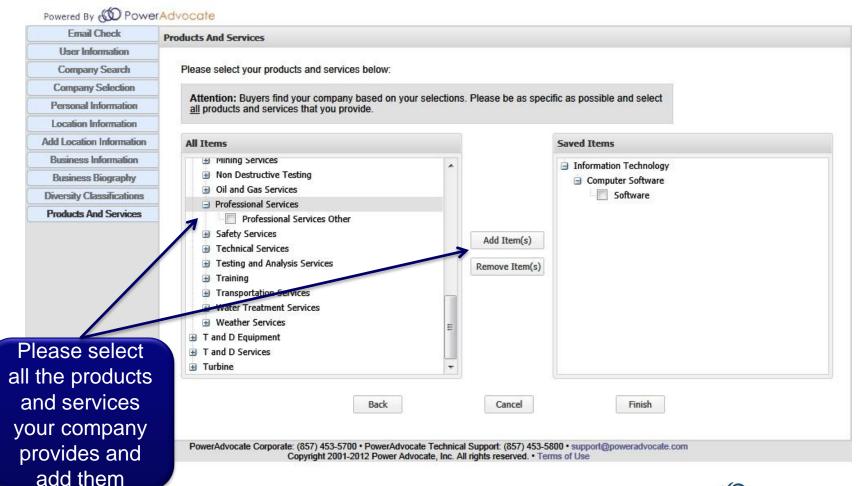
Step 12b: Please upload your supporting diversity documentation





### Step 13: Please select the Products & Services your company provides





### Step 14: Please click on Finish



After submitting your company's registration you may go back and edit your information at any time by logging in to https://www.poweradvocate.com/

